

Top time management tips

1. Make yourself unavailable if you have to get important work done.
2. Spend 30 mins per day planning your day.
3. Learn to say no.
4. Write lists and cross off completed tasks.
5. Highlight completed tasks rather than cross them off. That way, when you review the list, you see successes rather than failures.
6. Stick to one job at a time, don't keep swapping back and forth (and don't get distracted by emails, texts, Facebook).
7. Give yourself rewards (such as a half hour break or trip out) when you complete a significant milestone so you've got something to look forward to.
8. Schedule the treats before the work tasks.
9. Work in 20-40 minute blocks to focus your attention.
10. Do the subject you struggle with the most at the beginning of the session whilst your energy levels and motivation are still high.
11. Specify clear goals with dates/times attached to them. "don't major in the minors".
12. Put all tasks with details on your phones. Create reminders appropriate to the time needed to do them.
13. Take a picture of your to-do list and set it as the background on your phone.

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SUCCESS**